

MILLVILLE PUBLIC SCHOOLS

Ray Jacobs

Mathematics/Science Supervisor

110 North Third Street
P. O. Box 5010
Millville, NJ 08332

Voice (856)327-6026
Fax (856)825-4459
e-mail – ray.jacobs@millvillenj.gov

TO: MINI-GRANT RECIPIENTS
FROM: RAY JACOBS
RE: PROCEDURES FOR PURCHASING MATERIALS FOR MINI-GRANTS
DATE: JANUARY, 2016

Your mini-grant is for a **maximum of \$300 including any shipping and handling charges that might be applicable.** Following are three methods by which purchases of materials can be made. All purchase orders for your mini-grants must be completed by **February 26, 2016.**

To purchase materials by mail:

1. **Complete a request for a requisition (not less than \$50) at your school**
2. **Send the request to me** in order that it may be typed and submitted to the Business Dept.

To purchase materials locally at a store with whom the district has a charge account:

(Check with school secretary to determine if the district has a charge account at the store).

1. Sign a charge slip at the store for your purchase.
2. **Send the charge slip to me attached to a completed request for a confirming requisition which will be typed here at Culver Center**
3. The district will then remit payment to the store.

To purchase materials locally at a store with whom the district does not have a charge account:

1. Purchase the materials at the store by paying for the purchase.
2. **Send the store receipt to me attached to a completed request for a confirming requisition. Also, include a signed invoice/voucher.**
3. The district will reimburse you for your purchase.

Note: The district will not reimburse for sales tax. If you want me to send you a copy of our tax-exempt statement, please let me know. If you have any questions about the above procedures or about your mini-grants, contact me at 327-6026. **Finally**, please complete the enclosed assessment form upon completion of your grant activity and return it to me at Culver Center. This will assist me in continuing our district mini-grants in the future. Thank you.

RJ/sb